



# US ARMY FINANCIAL MANAGEMENT COMMAND

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# GFEBS Purchase Document research for Fund the Force (FTF) (Contractual)

# Action, Conditions and Standard

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- ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the necessary Purchase Document research
- CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation
- STANDARD:** access the appropriate block of instructions of GFEBS to conduct the applicable Purchase Document and Accounts Payable research while adhering to system procedures and maintaining Separation of Duties (SOD)

# References

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- ❖ Department of Defense Financial Management Regulation (DoDFMR),  
Volume 10 (*Contract Payment Policy and Procedures*)  
<http://comptroller.defense.gov/fmr/>
- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure  
<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>
- ❖ Defense Federal Acquisition Regulation (DFAR)  
<http://www.Acq.osd.mil/dp/dfars.html>
- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)  
5CFR 1315 (PPA)  
<http://www.Acq.osd.mil/dp/dfars.html>
- ❖ DFAS-IN 37-1 Regulation  
<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>

# References (Cont'd)

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## ❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E      GFEBS Overview
- L201E      Integrated Process Overview
- L210E      Financials Process Overview
- L250E      Acquisition process Overview
- L251E      Accounts Payable Process overview
- L303E      GFEBS Navigation and Reports
- L410E      Introduction to Financials
- L413E      Financial Reporting
- L416        Cash balancing
- L451E      Material and Vendor Master Data Maintenance
- L454        Goods Receipt Processing
- L455        Invoice Processing
- L457E      Purchase card

## ❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

[https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th\\_Financial\\_Management\\_Center](https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center)

# Agenda

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- ▶ **Introduction**
- ▶ **Purchase Request (PR) Research**
  - ▶ **ME53N**- Display Purchase Request
- ▶ **Purchase Order (PO) Research**
  - ▶ **ME2N** - Locate PO by PIIN (Procurement Instrument Identification Number)
  - ▶ **ME2L** - Locate PO by Vendor Name
  - ▶ **PO General History**
  - ▶ **ME23N** – Display Purchase Order (PO)
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    - ▶ PO “Item Overview”
    - ▶ PO “Item Detail”
    - ▶ Check on Learning
- ▶ **GFEBS Useful Links**
- ▶ **Questions?**

# Introduction

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The effectiveness of a Fund the Force (FTF) team is largely based upon their ability to research Purchase Request (PR) and Purchase Order (PO) documentation and being able to determine their most current condition.

Being able to discern the status of a particular contract will very much determine the courses of action necessary to ensure a timely and correct payment to a Vendor.

The following block of instructions will assist FTF personnel in accomplishing the following tasks:

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# Purchase Request (PR) Research



# Purchase Request (PR) research

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A Purchase Request (PR) is the transaction/document utilized to administratively reserve the funds for a particular contract. Although the FTF Office will not commit any funds, having first hand knowledge of the origin of the money to fund a specific PO is paramount in FTF Operations. It is the responsibility of FTF to be able to trace the origin of the money and how much of it is available in GFEBS for a specific contract. Not all contracts are funded with a single PR and not all Purchase Requests are established for a single PO.

**Example 1:** Money is reserved for a single construction project but contracts for paving, electrical, water, roofing and painting may be awarded to different vendors (multiple POs under one PR).

# PR Role-based capabilities

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The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**

# ME53N - Display Purchase Request (PR)



SAP Easy Access - User menu for ME53N

Menu | ME53N | Log off | System | Enter

Display Purchase Req. 10207581

Menu | Back | Exit | Cancel | System | Document Overview On | Create | Dis... | Other Purchase Requisition 1

Miscellaneous Pay PR 10817520

Texts

Header note: Maintenance equipment purchase

Purchase Requisition 10207581

PO   
Purch. Requisition

Other Document 3

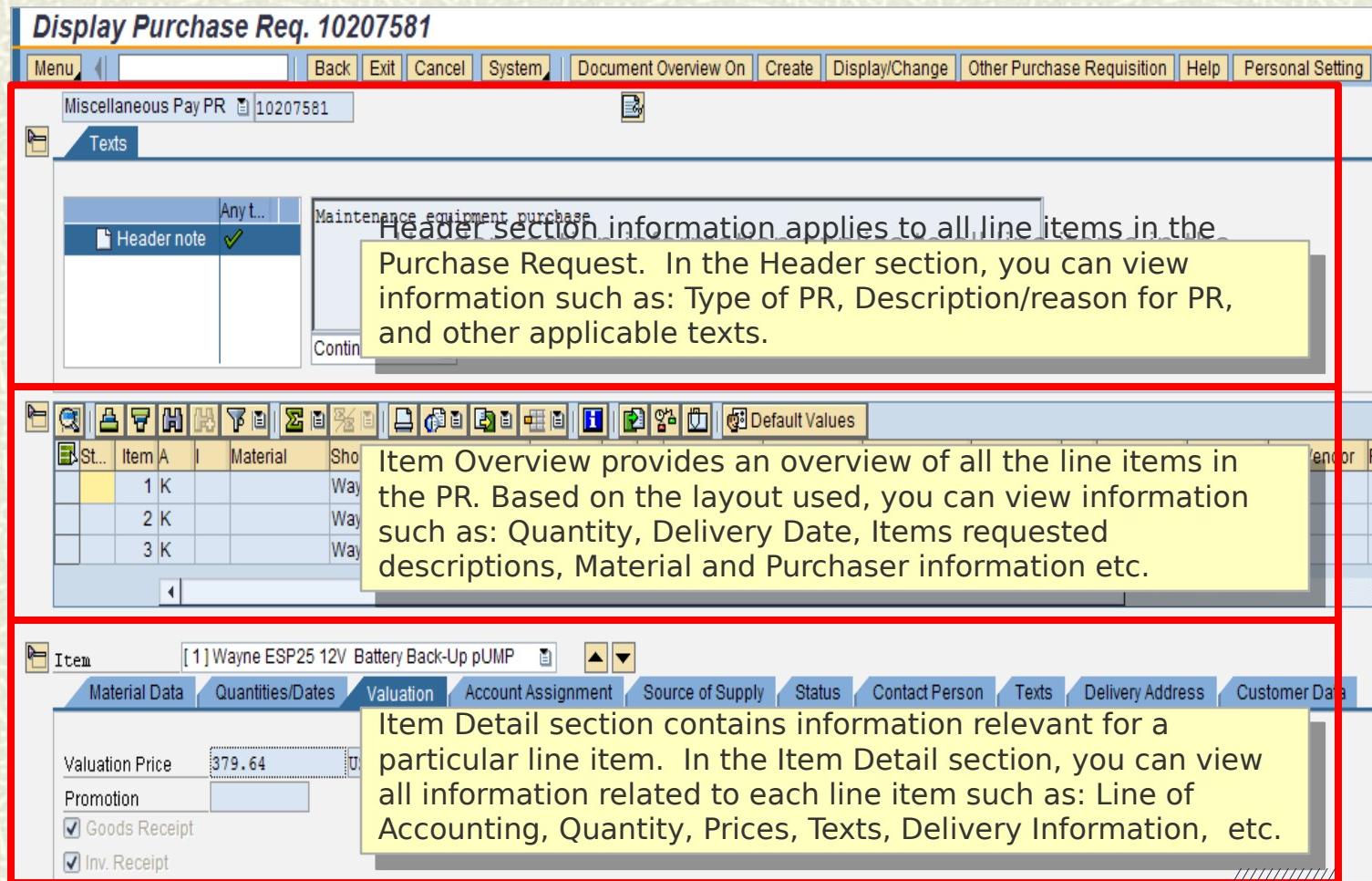
COMMERCIAL ITEMS  
1. REQUISITION NUMBER: 10207581 PAGE 1 OF 1  
2. ORDER NUMBER  
3. SUPPLIES/SERVICES  
4. QUANTITY  
5. UNIT  
6. UNIT PRICE  
7. AMOUNT  
0001 Wayne ESP25 12V Battery Back-Up Sump Pump 1 ea \$ 379.64 \$ 379.64  
FOB Destination  
Purchase Request Number: 10207581  
(Use Reverse and/or attach Additional Sheets as Necessary)  
25. ACCOUNTING AND APPROPRIATION DATA  
021 202010D12 A2ABM 131096QLOG 260B ARMY 10207581 2ABM0008 S21001  
ACRN AA  
CIN: 10207581  
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED ADDENDA

# ME53N - Display Purchase Request (PR) (Cont'd)

**Header Record**  
*(Purchase Request Administrative data)*

**Item Overview**  
*(Requested items information)*

**Item Detail**  
*Material data, Delivery information and Accounting Line assignments)*



**Note:** The data entered in the PR may be "Adopted" during the PO

# ME53N - Display Purchase Request (PR) (Cont'd)

## Example DA 3953 (Purchase Request and Commitment document)

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-1; the proponent agency is CASA (FM)</small>		1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE	OF	
4. TO:  Joint Contracting Command		5. THRU:	10207581	19-Oct-12	1	1	
			6. FROM:	Tedd Mairner LTC, MP Commanding			
7. PURCHASED FOR:  657TH S4		8. DELIVERED TO:	657TH S4			9. NOT LATER THAN <small>(Date)</small>	
						10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION	
						11. TELEPHONE NUMBER 318-291-8626	
<input checked="" type="checkbox"/> 12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY AR 710-2, PARA 4-20		3. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY		FUND CERTIFICATION  The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.			
				19. ACCOUNTING CLASSIFICATION AND AMOUNT  021 202010D12 A2ABM 131096QLOG 260B ARMY 10207581 2ABM0008 S21001  \$ 2,978.20			
				20. TYPED NAME AND TITLE OF CERTIFYING OFFICER  HEATHER BRABANT LTC, QM MNF-K, RM			
				21. Signature <i>Heather Brabant</i> 22. Date 24-Oct-12			
				23. DISCOUNT			
				26. DELIVERY REQUIREMENTS  ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOOD OR SERVICES			
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE:							
27. TYPED NAME AND GRADE OF INITIATING OFFICER Patrick O. Adams CPT, S4		28. SIGNATURE <i>Patrick O. Adams</i>		29. DATE	34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	35. SIGNATURE	36. DATE
30. TELEPHONE NUMBER 318-291-8626				20-Oct-12	Tedd Mairner LTC, MP Commanding	<i>Todd Mairner</i>	22-Oct-12
31. TYPED NAME AND GRADE OF SUPPLY OFFICER Carl Naughton GS-13 IPBO		32. SIGNATURE <i>Carl Naughton</i>		33. DATE			
DA FORM 3953, MAR 91 EDITION OF AUG 76 IS OBSOLETE							

\*Physical copy of PR

# ME53N - Display Purchase Request (PR) (Cont'd)

## PR "Header Data"

Miscellaneous Pay PR 10207581

Header note: Maintenance equipment purchase

PURCHASE REQUEST AND COMMITMENT		1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.		
4. TO: Joint Contracting Command		5. THRU: MNF-K, RM			
7. PURCHASED FOR: ARTH S4		8. DELIVERED TO: 657T			
The supplies and services listed below can be secured through normal supply channels or other Army supply sources in the immediate vicinity and their procurement will not violate existing regulations pertaining to local purchases for stock; therefore,					
X 12. LOCAL PURCHASE AUTHORITY AS THE NORMAL MEANS OF SUPPLY FOR THIS GOING BY AR 710-2, PARA 4		3. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY			
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM					
ITEM	DESCRIPTION OF SERVICES OR SERVICES	16. QUANTITY	17. UNIT	ESTIMATED	
				UNIT PRICE	TOTAL COST
1	Maintenance equipment purchase	1	ea	\$379.64	\$379.64
2	Wayne ESP25 12V Battery Back-Up Sump	2	ea	\$476.28	\$952.56
3	Wayne 0003050 Ci Submersible Sump Pump	8	ea	\$205.75	\$1,646.00
				\$ 2,978.20	
20. TYPED NAME AND TITLE OF CERTIFYING OFFICER HEATHER Mairner		21. Signature		22. Date 24 Oct 12	

# ME53N - Display Purchase Request (PR) (Cont'd)

## PR "Item Overview"

St...	Item A	I	Material	Short Text	Quantity	Un	C	Deliv.Date	Material Group	Plant	Stor. Loc.	PGr
	1 K			Wayne ESP25 12V Battery Back-Up pUMP	1.000	EA	D	09/30/2013	Gen Supp; non-Depot	Aberdeen Proving Ground		24C
	2 K			Wayne 0003050 Ci Submersible Sump Pump	2.000	EA	D	09/30/2013	Gen Supp; non-Depot	Aberdeen Proving Ground		24C
	3 K			Wayne CSE50TE 1/2 HP Ci Sewage Ejector	8.000	EA	D	09/30/2013	Gen Supp; non-Depot	Aberdeen Proving Ground		24C

14. 15. 17. 318-291-8

ITEM	DESCRIPTION OF SUPPLIES OR SERVICES	QUANTITY	UNIT
1	Maintenance equipment purchase		
1	Wayne ESP25 12V Battery Back-Up	1	ea
2	Wayne 0003050 Ci Submersible Sump	2	ea
3	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	8	ea

FUND CERTIFICATION  
The supplies and services listed on this request are properly charged to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

19. ACCOUNTING CLASSIFICATION AND AMOUNT  
021 202010D12 A2ABM 131096QLOG 260B ARMY  
10207581 2ABM0008 S21001

\$ 2,978.20

PURCHASE REQUEST AND COMMITMENT FORM  
For use of this form, see AR 37-1; the proponent is OASA(EM)  
Joint Contracting Command- Afghanistan JCC-1/ RCC

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER

4. TO:  
Joint Contracting Command- Afghanistan JCC-1/ RCC

It is requested that the supplies and service enu...  
ated below or on attached

7. PURCHASED FOR:  
657TH S4

The supplies and services listed below cannot be secured through normal supp...

**NOTE:** The PGr (Purchasing Group) code consist of the Last 3 digits of the Contracting Office's DoDAAC.

# ME53N - Display Purchase Request (PR) (Cont'd)

## PR "Item Detail"

The screenshot shows the SAP ME53N Purchase Request (PR) Item Detail screen. The top navigation bar includes tabs for Item, Material Data (highlighted in red), Quantities/Dates, Valuation (highlighted in red), Account Assignment (highlighted in red), Source of Supply, Status, Contact Person, Texts, Delivery Address, and Customer Data (highlighted in red). Below the tabs, there are input fields for Material (Wayne ESP25 12V Battery Back-Up pUMP), Material Group (260B Gen Supp; non-Depot), and Vendor Mat. A short text field contains Wayne ESP25 12V Battery Back-Up pUMP.

The main content area has three tabs: Material Data, Valuation, and Account Assignment. The Material Data tab is selected. It contains dropdown menus for Material, Material Group, and Vendor Mat., and checkboxes for Valuation Price, Promotion, Goods Receipt, Inv. Receipt, and GR Non-Val.

The Valuation tab contains sections for Unloading, G/L Account, Business Area, CO Area, Cost Center, Order, WBS Element, Fund, Functional, Funds Center, and Earmarked.

The Account Assignment tab contains sections for PR Gen, Workflow, Contracts, GPC, LMP, and TFO.

The Customer Data tab is partially visible on the right.

**Note:** Only the critical PR fields related to FTF Operations will be discussed during this class.

PR Routing Keys: Requester/Approval DoDAAC [ ]

Approval Code [ ]

Approval Steps:

- L1 Supervisor
- L2 IT/Program Manager
- L3 Property Book
- L6 Haz Mat
- L7 Safety
- L8 Cardholder
- L4 Funds Certifier
- L5 MIPR Acceptance

PR Approval Priority: 0



# Purchase Order (PO) Research

# Purchase Order (PO) research

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The Purchase Order (PO) in GFEBS will contain the history of all transactions processed against it and its most current status of funds. The history may include Payments, Invoices, Receiving Reports, Service Entry Sheet input and any Modifications processed against the contract. It is also the only means to validate Obligation information in the system from an FTF Section perspective prior to payment (Pre-Validation).

Verifying this data prior to any input will ensure a smoother process and that any Invoice, Receiving Report put into the system meet the “Three-Way-Match” requirement prior to payment.

**Note:** Purchase Orders and Modifications are currently being received in GFEBS directly from an interface with Contracting (SPS) in some locations. Manual input of PO data is becoming

# PO Role-based Capabilities

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The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**

# ME2L- Locate PO by Vendor Name



**Utilized to view the GFEBS PO general data**

**SAP Easy Access - User menu for GFEBS**

**Purchasing Documents per Vendor**

**1** If the GFEBS Vendor CAGE is unknown, click the “match code” to enter known Vendor data

**2** Enter the desired search string. Utilize search “wildcards” (\*) to improve search results

**3** Start Search

**4** \*Physical copy of PO

**NOTE:** Searching a PO by “Vendor Name” may yield multiple results (the Vendor may have multiple contracts). Make sure to select the correct one.

Vendor Account Number (1)	Search Criteria	
0K1X2	PostalCode City	INDUSTRIAL CONSTRUCTION
0T1K7	78109-0000 CONVERSE	INDUSTRIAL CONSTRUCTION
1DYB2	95709-0000 CAMINO	INDUSTRIAL CONSTRUCTION
SW716	32057 HAWALLY	INDUSTRIAL CONSTRUCTION

**NOTE:** The Vendor may also be found in the following table:

**NOTE:** The Vendor may also be found utilizing the CAGE Code in the ("Vendor" section).

# ME2L- Locate PO by Vendor Name (Cont'd)

## Viewing PO general data

**Purchasing Documents per Vendor**

Menu | Save as Variant... Back

Vendor: SW716  
Purchasing Organization: BEST  
Scope of List: Item Material  
Selection Parameters: D I A Plnt SLoc  
Document Type: PO  
Purchasing Group: PGp

Click "Execute" 5

If multiple POs are displayed, scroll down to view all results.

This search result indicates there are multiple active contracts with this Vendor. Ensure to select the correct one for research/ action. For this block of instructions only, utilize the second one "4502009022"

PO	Type	Vendor	Name	PGp	Order Date			
Item	Material	Short Text	Mat. Group	Curr.	per Un			
D	I	A	Plnt	SLoc	Order Qty	Un	Net Price	Un
4502009021	P6	SW716	INDUSTRIAL CONSTRUCTION & TRADING C	2D1	01/03/2013			
00010			Washed gravel, 1/8"		3230			
	K ASGK			657.99	USD	1 TN		
	Still to be delivered			0.00	USD	0.00 %		
	Still to be invoiced			0.00	USD	0.00 %		
00020			Washed gravel, 1/2"		3230			
	K ASGK			598.73	USD	1 TN		
	Still to be delivered			0.00	USD	0.00 %		
	Still to be invoiced			0.00	USD	0.00 %		
00030			Washed gravel, 1"		3230			
	K ASGK			847.01	USD	1 TN		
	Still to be delivered			0.00	USD	0.00 %		
	Still to be invoiced			0.00	USD	0.00 %		
4502009022	P6	SW716	INDUSTRIAL CONSTRUCTION & TRADING C	2D1	01/03/2013			
00010			Washed gravel, 1/8"		3230			
	K ASGK			657.99	USD	1 TN		
	Still to be delivered			0.00	USD	0.00 %		
	Still to be invoiced			6,579.90	USD	100.00 %		
00020			Washed gravel, 1/2"		3230			
	K ASGK			598.73	USD	1 TN		
	Still to be delivered			0.00	USD	0.00 %		
	Still to be invoiced			4,789.84	USD	100.00 %		
00030			Washed gravel, 1"		3230			
	K ASGK			847.01	USD	1 TN		
	Still to be delivered			0.00	USD	0.00 %		
	Still to be invoiced			11,011.13	USD	100.00 %		

# ME2N- Locate PO by PIIN Number

Utilized to view the GFEBS PO general data



SAP Easy Access - User menu for GFEBS

Menu ME2N Log off System

Purchasing Documents per Document Number

Menu Save as Variant... Back Exit

Purchasing document

Select "Search by PIIN/SPIIN" and enter the appropriate PIIN (no dashes) and SPIIN (recommended if present)

1 Click on the match code icon to select search criteria

2 Double-Click the appropriate selection

3 Start Search

4 Enter

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 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56413, 56414, 56415, 56416, 56417, 56418, 56419, 56420, 56421, 56422, 56423, 56424, 56425, 56426, 56427, 56428, 56429, 56430, 56431, 56432, 56433, 56434, 56435, 56436, 56437, 56438, 56439, 56440, 56441, 56442, 56443, 56444, 56445, 56446, 56447, 56448, 56449, 56450, 56451, 56452, 56453, 56454, 56455, 56456, 56457, 56458, 56459, 56460, 56461, 56462, 56463, 56464, 56465, 56466, 56467, 56468, 56469, 56470, 56471, 56472, 56473, 56474, 56475, 56476, 56477, 56478, 56479, 56480, 56481, 56482, 56483, 56484, 56485, 56486, 56487, 56488, 56489, 56490, 56491, 56492, 56493, 56494, 56495, 56496, 56497, 56498, 56499, 564100, 564101, 564102, 564103, 564104, 564105, 564106, 564107, 564108, 564109, 564110, 564111, 564112, 564113, 564114, 564115, 564116, 564117, 564118, 564119, 564120, 564121, 564122, 564123, 564124, 564125, 564126, 564127, 564128, 564129, 564130, 564131, 564132, 564133, 564134, 564135, 564136, 564137, 564138, 564139, 564140, 564141, 564142, 564143, 564144, 564145, 564146, 564147, 564148, 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56410060, 56410061, 56410062, 56410063, 56410064, 56410065, 56410066, 56410067, 56410068, 56410069, 56410070, 56410071, 56410072, 56410073, 56410074, 56410075, 56410076, 56410077, 56410078, 56410079, 56410080, 56410081, 56410082, 56410083, 56410084, 56410085, 56410086, 56410087, 56410088, 56410089, 56410090, 56410091, 56410092, 56410093, 56410094, 56410095, 56410096, 56410097, 56410098, 56410099, 564100100, 564100101, 564100102, 564100103, 564100104, 564100105, 564100106, 564100107, 564100108, 564100109, 564100110, 564100111, 564100112, 564100113, 564100114, 564100115, 564100116, 564100117, 564100118, 564100119, 564100120, 564100121, 564100122, 564100123, 564100124, 564100125, 564100126, 564100127, 564100128, 564100129, 564100130, 564100131, 564100132, 564100133, 564100134, 564100135, 564100136, 564100137, 564100138, 564100139, 564100140, 564100141, 564100142, 564100143, 564100144, 564100145, 564100146, 564100147, 564100148, 564100149, 564100150, 564100151, 564100152, 564100153, 564100154, 564100155, 564100156, 564100157, 564100158, 564100159, 564100160, 564100161, 564100162, 564100163, 564100164, 564100165, 564100166, 564100167, 564100168, 564100169, 564100170, 564100171, 564100172, 564100173, 564100174, 564100175, 564100176, 564100177, 564100178, 564100179, 564100180, 564100181, 564100182, 564100183, 564100184, 564100185, 564100186, 564100187, 564100188, 564100189, 564100190, 564100191, 564100192, 564100193, 564100194, 564100195, 564100196, 564100197, 564100198, 564100199, 5641001000, 5641001001, 5641001002, 5641001003, 5641001004, 5641001005, 5641001006, 5641001007, 5641001008, 5641001009, 56410010010, 56410010011, 56410010012, 56410010013, 56410010014, 56410010015, 56410010016, 56410010017, 56410010018, 56410010019, 56410010020, 56410010021, 56410010022, 56410010023, 56410010024, 56410010025, 56410010026, 56410010027, 56410010028, 56410010029, 56410010030, 56410010031, 56410010032, 56410010033, 56410010034, 56410010035, 56410010036, 56410010037, 56410010038, 56410010039, 56410010040, 56410010041, 56410010042, 56410010043, 56410010044, 56410010045, 56410010046, 56410010047, 56410010048, 56410010049, 56410010050, 56410010051, 56410010052, 56410010053, 56410010054, 56410010055, 56410010056, 56410010057, 56410010058, 56410010059, 56410010060, 56410010061, 56410010062, 56410010063, 56410010064, 56410010065, 56410010066, 56410010067, 56410010068, 56410010069, 56410010070, 56410010071, 56410010072, 56410010073, 56410010074, 56410010075, 56410010076, 56410010077, 56410010078, 56410010079, 56410010080, 56410010081, 56410010082, 56410010083, 56410010084, 56410010085, 56410010086, 56410010087, 56410010088, 56410010089, 56410010090, 56410010091, 56410010092, 56410010093, 56410010094, 56410010095, 56410010096, 56410010097, 56410010098, 56410010099, 564100100100, 564100100101, 564100100102, 564100100103, 564100100104, 564100100105, 564100100106, 564100100107, 564100100108, 564100100109, 564100100110, 564100100111, 564100100112, 564100100113, 564100100114, 564100100115, 564100100116, 564100100117, 564100100118, 564100100119, 564100100120, 564100100121, 564100100122, 564100100123, 564100100124, 564100100125, 564100100126, 564100100127, 564100100128, 564100100129, 564100100130, 564100100131, 564100100132, 564100100133, 564100100134, 564100100135, 564100100136, 564100100137, 564100100138, 564100100139, 564100100140, 564100100141, 564100100142, 564100100143, 564100100144, 564100100145, 564100100146, 564100100147, 564100100148, 564100100149, 564100100150, 564100100151, 564100100152, 564100100153, 564100100154, 564100100155, 564100100156, 564100100157, 564100100158, 564100100159, 564100100160, 564100100161, 564100100162, 564100100163, 564100100164, 564100100165, 564100100166, 564100100167, 564100100168, 564100100169, 564100100170, 564100100171, 564100100172, 564100100173, 564100100174, 564100100175, 564100100176, 564100100177, 564100100178, 564100100179, 564100100180, 564100100181, 564100100182, 564100100183, 564100100184, 564100100185, 564100100186, 564100100187, 564100100188, 564100100189, 564100100190, 564100100191, 564100100192, 564100100193, 564100100194, 564100100195, 564100100196, 564100100197, 564100100198, 564100100199, 564100100200, 564100100201, 564100100202, 564100100203, 564100100204, 564100100205, 564100100206, 564100100207, 564100100208, 564100100209, 564100100210, 564100100211, 564100100212, 564100100213, 564100100214, 564100100215, 564100100216, 564100100217, 564100100218, 564100100219, 564100100220, 564100100221, 564100100222, 564100100223, 564100100224, 564100100225, 564100100226, 564100100227, 564100100228, 564100100229, 564100100230, 564100100231, 564100100232, 564100100233, 564100100234, 564100100235, 564100100236, 564100100237, 564100100238, 564100100239, 564100100240, 564100100241, 564100100242, 564100100243, 564100100244, 564100100245, 564100100246, 564100100247, 564100100248, 564100100249, 564100100250, 564100100251, 564100100252, 564100100253, 564100100254, 564100100255, 564100100256, 564100100257, 564100100258, 564100100259, 564100100260, 564100100261, 564100100262, 564100100263, 564100100264, 564100100265, 564100100266, 564100100267, 564100100268, 564100100269, 564100100270, 564100100271, 564100100272, 564100100273, 564100100274, 564100100275, 564100100276, 564100100277, 564100100278, 564100100279, 564100100280, 564100100281, 564100100282, 564100100283, 564100100284, 564100100285, 564100100286, 564100100287, 564100100288, 564100100289, 564100100290, 564100100291, 564100100292, 564100100293, 564100100294, 564100100295, 564100100296, 564100100297, 564100100298, 564100100299, 564100100300, 564100100301, 564100100302, 564100100303, 564100100304, 564100100305, 564100100306, 564100100307, 564100100308, 564100100309, 564100100310, 564100100311, 564100100312, 564100100313, 564100100314, 564100100315, 564100100316, 564100100317, 564100100318, 564100100319, 564100100320, 564100100321, 564100100322, 564100100323, 564100100324, 564100100325, 564100100326, 564100100327, 564100100328, 564100100329, 564100100330, 564100100331, 564100100332, 564100100333, 564100100334, 564100100335, 564100100336, 564100100337, 564100100338, 564100100339, 564100100340, 564100100341, 564100100342, 564100100343, 564100100344, 564100100345, 564100100346, 564100100347, 564100100348, 564100100349, 564100100350, 564100100351, 564100100352, 564100100353, 564100100354, 564100100355, 564100100356, 564100100357, 564100100358, 564100100359, 564100100360, 564100100361, 564100100362, 564100100363, 564100100364, 564100100365, 564100100366, 564100100367, 564100100368, 564100100369, 564100100370, 564100100371, 564100100372, 564100100373, 564100100374, 564100100375, 564100100376, 564100100377, 564100100378, 564100100379, 564100100380, 564100100381, 564100100382, 564100100383, 564100100384, 564100100385, 564100100386, 564100100387, 564100100388, 564100100389, 564100100390, 564100100391, 564100100392, 564100100393, 564100100394, 564100100395, 564100100396, 564100100397, 564100100398, 564100100399, 5

# ME2N- Locate PO by PIIN Number (Cont'd)

## Viewing PO general data

Purchasing Documents per Document

Click "Execute" 5

Execute

Purchasing document 4502009046

Purchasing organization

Scope of List PO Type Vendor Name PGp Order Date

Selection Parameters Item Material Short Text Mat. Group

Document Type D I A Plnt SLoc Order Qty Un Net Price Curr. per Un

Purchasing Plant 4502009046 P6 SW716 INDUSTRIAL CONSTRUCTION & TRADING C 2D1 01/03/2013

Item Category 00010 Washed gravel, 1/8" 3230

K ASGK 10 TN 657.99 USD 1 TN

Still to be delivered 0 TN 0.00 USD 0.00 %

Still to be invoiced 10 TN 6,579.90 USD 100.00 %

00020 Washed gravel, 1/2" 3230

K ASGK 8 TN 73 USD 1 TN

Still to be delivered 0 TN 0 USD 0.00 %

Still to be invoiced 8 TN 4,789.00 USD 100.00 %

00030

Section B- Supplies or Services and Prices

W912D1-13-D-0032 0001

Page 3 of 4

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT

0001 Washed gravel, 1/8" 10 TN \$ 657.99 \$ 6,579.00

FOB: Destination

Purchase Request Number: 10207592

CLIN data must match

The screenshot shows the SAP ME2N interface for viewing purchase orders. At the top, a yellow callout box says 'Click "Execute" 5' with a green arrow pointing to the 'Execute' button. The main area displays a table of purchase order lines. A red box highlights the first line for 'Washed gravel, 1/8"'. A large green arrow points from this line to a summary table at the bottom left, which also has a red box around its first row. The summary table shows the total quantity (10), unit (TN), unit price (\$ 657.99), and amount (\$ 6,579.00). A diagonal text overlay 'CLIN data must match' is placed over the arrow.

# PO General History



**GTLLDS**

PO  
Number

Vendor's  
CAGE Code

Vendor's Name

**Material Group** (*not to be confused with a Legacy EOR code*)

PO  
Date

PO	Type	Vendor	Name	Sho	Text	PGp	Order Date
Item	Material			Order Qty	Un	Mat. Grp	
D	I	A	Plnt	SLo		Arr.	per Un
4502009022	P6	SW716	INDUSTRIAL CONSTRUCTION & TRADING C	20	01/03/2013		
00010			Washed gravel, 1/8"			3230	
			Still to be delivered	10	TN	657.99	USD 1 TN
			Still to be invoiced	0	TN	0.00	USD 0.00 %
00020			Washed gravel, 1/2"	10	TN	6,579.90	USD 100.00 %
			K ASGK	8	TN	598.73	USD 1 TN
			Still to be delivered		TN	0.00	USD 0.00 %
			Still to be invoiced	8	TN	4,789.84	USD 100.00 %
00030			Washed gravel, 1"			3230	
			K ASGK	13	TN	847.	USD 1 TN
			Still to be delivered		TN	0	USD 0.00 %
			Still to be invoiced		TN	11,013	USD 100.00 %

Unit  
pric  
e

## Amount still to be Delivered

## Amount still to be Invoiced

# Contract Currency

**Note:** This screen will not display if no Receipts or Invoices have been input against the PO (no history available)

# PO General History (Cont'd)

**Example of “Exhausted CLIN”**- all Goods have been processed in GFEBS as delivered and Invoiced

00030	12 v battery	263B
K JCK1	1.000 EA	379.64 USD 1 EA
Still to be delivered	0.000 EA	0.00 USD 0.00 \$
Still to be invoiced	0.000 EA	0.00 USD 0.00 \$

**Example of “Unutilized CLIN”**- no Goods have been processed in GFEBS as delivered or Invoiced

00030	Ci submersible	263B
K JCK1	2.000 EA	476.28 USD 1 EA
Still to be delivered	2.000 EA	952.56 USD 100.00 \$
Still to be invoiced	2.000 EA	952.56 USD 100.00 \$

**Example of “Partially Utilized CLIN”**- partial Goods have been processed in GFEBS as delivered or Invoiced

00030	1/2 HP Ci	263B
K JCK1	8.000 EA	205.75 USD 1 EA
Still to be delivered	8.000 EA	1,646.00 USD 100.00 \$
Still to be invoiced	7.000 EA	1,440.25 USD 87.50 \$

# PO General History (Cont'd)

## Accessing Detailed PO CLIN history

**1** Back to return to the PO

**2** After selecting the CLIN, Click PO History

**3** Single-Click on the Desired CLIN.

**4** Repeat steps 1-3 to view remaining individual CLIN History

**5** Double-Click the document you desire to view. The system will display the input made to create the item.

Category	Document No.	Item	Mvt	Posting Date	Quantity in OUN	Value in Local Curr
WE	5000005723	0001	101	01/03/13	10 TN	6,579.90 USD
Total goods receipts						
RE-L	5105602463	0001		01/03/13	10 TN	6,579.90 USD
Total invoices						
TN					10 TN	6,579.90 USD
WE	5000005723	0002	101	01/03/13	8 TN	4,789.84 USD
Total goods receipts						
RE-L	5105602463	0002		01/03/13	8 TN	
Total invoices						
TN					8 TN	
WE	5000005723	0001	101	01/03/13	13 TN	
Total goods receipts						
RE-L	5105602463	0001			13 TN	
Total invoices						
TN					13 TN	

**Display Invoice Document 5105602463 2013**

Transaction: Invoice | 5105602463 | 2013

Basic data | Payment | Details | Tax | Withholding tax

Inv. receipt date: 01/03/2013

Vendor SW716  
INDUSTRIAL CONSTRUCTION & TRADING CO  
BEIRUT ST

# PO General History (Cont'd)

## Accessing and Viewing PO Modification history

1 Single-Click on the PO number

2 Click "Changes"

Changes must come from approved SF 30's

PO	Type	Vendor	Name	PGp	Order Date
Item	Material				
D	I	A	Plnt	SLoc	
4502007074	02A				
0010		K JCK1			
Still to be delivered					
Still to be invoiced					
020					

**Changes Purchase Order 4502007074**

Item	Object	Short text	Action	New value	Old value	Name	Date	Time	Doc. no.	TCode	Table Name
Header	Header text	Entered				1187947444	11/05/2012	12:32:45	17884193	ME22N	EINKBELEG
40	Account Assignment	Entered				444		13:26:09	17884203	ME22N	EKKN
	Item	Entered							17884203	ME22N	EKPO
	Schedule Line 0001	Entered							17884203	ME22N	EKET

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/SOLICITATION NO.	1
3. EFFECTIVE DATE	1
4. REQUISITION NUMBER	
5. PROJECT NO. (If applicable)	
6. ISSUED BY	CODE
Joint Contracting Command	
JCC-1 / RCC	
BAGRAM, AFGHANISTAN	
APO AE 09378	
7. ADMINISTERED BY	CODE
SAME AS BLOCK 6	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  
FISHER MANUFACTURING CO.  
1212 Twelfth Street  
LAKE CHARLES  
LA 70601  
85-2156503

(X) 9A. AMENDMENT OF SOLICITATION NO.  
 9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
 W91B4K-12-P-0191

CODE 2AC08 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

**Note:** POs should only be "Changed" if a signed SF 30 (Modification) from Contracting

# ME23N- Display Purchase Order (PO)



Utilized to view the PO specifics by GFEBS PO Number

SAP Easy Access - User menu for

Menu ME23N Log off System

Enter

Is this the PO you are searching for? If not...

SPS PO - US Dollars 4502007073 Created by Shannon Hicks

1 Other Purchase Order

2 502009021

3 Other Document

**NOTE:** The PO can also be found with this T-Code by the PIIN number or Vendor Name (and many other options)

Item	Description	Quantity	Unit	Value	Unit
1	Active	Ordered	11.000	EA	4,170.00 USD
2	Not Yet Sent	Delivered	0.000	EA	
3	Not Delivered				
4	Not Invoiced				

Select Document

PO 502009021

Other Document

**Note:** GFEBS will “remember” the last item the user was viewing/editing.

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Item	Description	Quantity	Unit	Value	Unit
1	Active	Ordered	11.000	EA	2,978.20 USD
2	Not Yet Sent	Delivered	3.000	EA	1,332.20 USD
3	Partially Delivered	Still to deliv.	8.000	EA	1,646.00 USD
4	Not Invoiced	Invoiced	0.000	EA	0.00 USD

# PO Main Screen

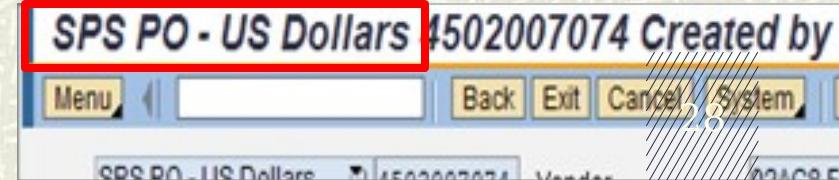
## Most common types of Contractual Purchase Orders (POs)

PO Type	Number	name	PO date
SPS PO - US Dollars	4502007074	Vendor 02AC8 FISHER MANUFACTURING	Doc. date 06/14/2012

AXOL 2-Way Bulk PO  
AXOL 2-Way Single PO  
AXOL 3-Way Single PO  
DFPS, Int. Ord. Type  
DMLSS Non Prime PO  
DMLSS Prime PO  
DPW Prime Vendor PO  
DPW Purchase Card PO  
Dummy Purchase Order  
Framework Order  
Imprest Funds PO  
Interfund PO  
LMP Depot Maint PO  
LMP Dir Cite MIPR PO  
LMP MILSTRIP PO  
LMP PADDs PO  
LMP PO  
LMP Reim MIPR PO  
**Miscellaneous Pay PO**  
Outbnd Direc MIPR PO  
Outbnd Reimbursable  
SNAP PO  
**SPS PO - Budget Rate**  
**SPS PO - ITS Rate**  
**SPS PO - US Dollars**  
Standard PO  
Standard PO DFPS  
Stock Transo. Order

- **MISCELLANEOUS PAY PO:** Manual Input of the Purchase Order (PO) when a systems interface with Contracting is unavailable.
- **SPS PO:** Purchase Order (PO) input in the system via an interface with the Contracting system (SPS-Standard Procurement System).
- **SPS PO - Budget Rate:** Foreign Currency Purchase Order (PO); the Dollar value of the contract is calculated utilizing the "Budget Rate" (also known as the "Award" or "Contracting" rate).
- **SPS PO - ITS Rate:** Foreign Currency Purchase Order (PO); the Dollar value of the contract is calculated utilizing the current "ITS.gov" (International Treasury Services) rate.
- **SPS PO - US Dollars:** U.S. Dollar contract

**Note:** The PO type will be displayed on the top left of the PO screen



# PO Main Screen

**Header Record**  
*(Purchase Order Administrative data)*

**Item Overview**  
*(CLIN Details)*

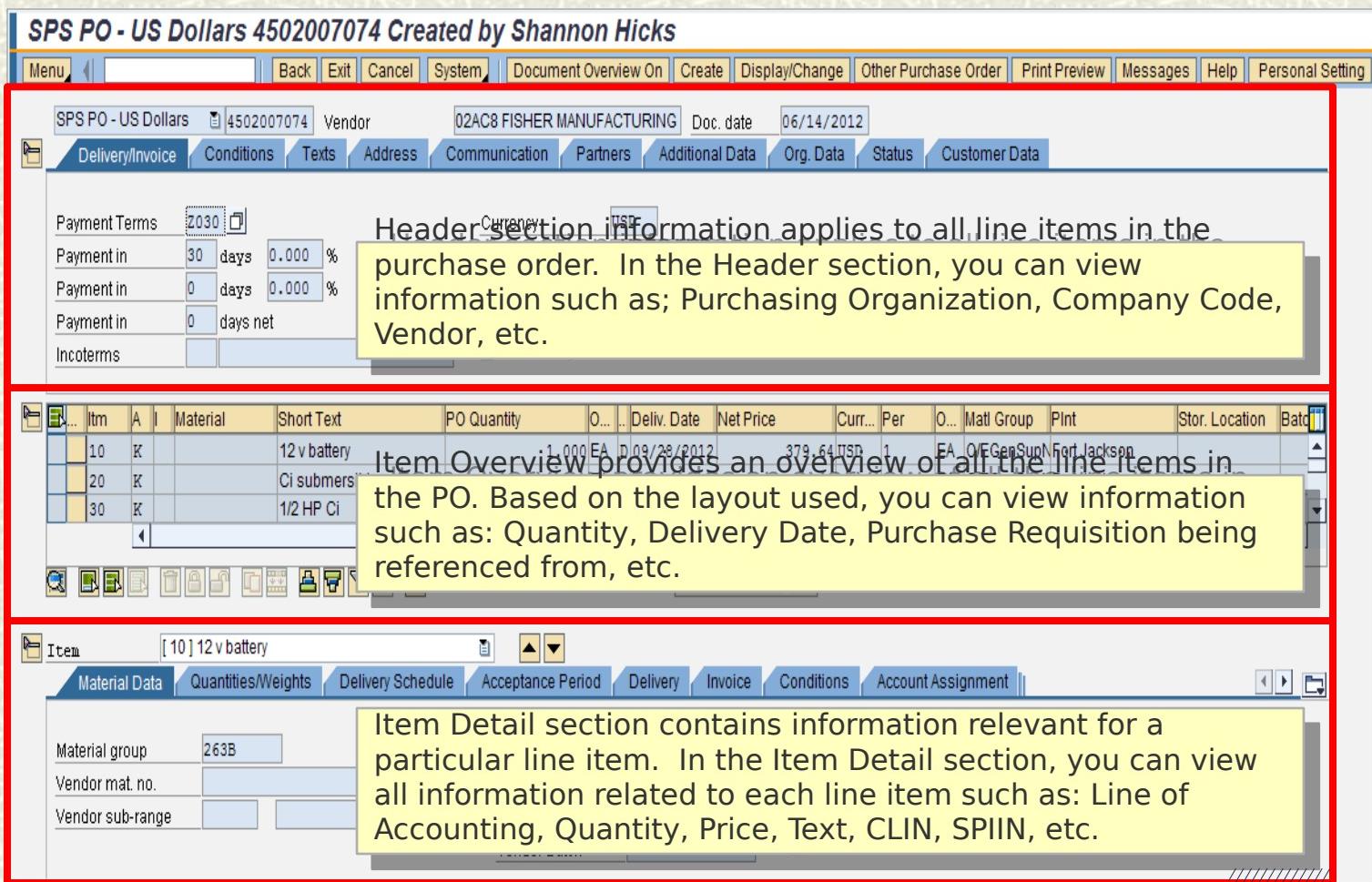
**Item Detail**  
*Material data, Delivery information and Accounting Line assignments)*

**SPS PO - US Dollars 4502007074 Created by Shannon Hicks**

Header section information applies to all line items in the purchase order. In the Header section, you can view information such as; Purchasing Organization, Company Code, Vendor, etc.

Item Overview provides an overview of all the line items in the PO. Based on the layout used, you can view information such as: Quantity, Delivery Date, Purchase Requisition being referenced from, etc.

Item Detail section contains information relevant for a particular line item. In the Item Detail section, you can view all information related to each line item such as: Line of Accounting, Quantity, Price, Text, CLIN, SPIIN, etc.



# PO “Header” Record



## “Delivery/Invoice” TAB

SPS PO - US Dollars 4502009021 Vendor SW716 INDUSTRIAL CONSTRUCT Doc. date 01/03/2013

**Delivery/Invoice** Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Payment Terms Z030  Payment in 30 days 0.000 %  
Payment in 0 days 0.000 %  
Payment in 0 days net

Currency USD Exchange Rate 1.00000  Exch.Rate Fixed

GR Message

Incoterms

CLAUSE CORPORATION BY REFERENCE  
952.232-  
12. DISCOUNT TERMS  
*\*Physical copy of PO*  
NET 30  
CODE W...  
16. ADM  
18a. PA

Contract, Currency, type and Exchange Rate. Will be based on the currency the contract is written in

0001 Payable immediately Due net  
Z001 Net due Immediate  
Z007 Net 7 Days  
Z014 Net 14 Days  
Z015 Net 15 Days  
Z020 Net 20 Days  
Z030 Net 30 Days  
ZCRM Credit Memo Term - Block for offset  
ZFP1 Fast Pay - Net 7 Days  
ZFP2 Fast Pay - Net 10 Days  
ZFP3 Fast Pay - Net 14 Days

**Example System Due Date options**

# PO “Header” Record

## “Conditions” TAB

The screenshot shows the SAP S/4HANA PO Header Record interface. The top navigation bar includes fields for Document Type (SPS PO - US Dollars), Document Number (4502009021), Vendor (SW716 INDUSTRIAL CONSTRUCT), Document Date (01/03/2013), and tabs for Delivery/Invoice, Conditions, Texts, Address, Communication, Partners, Additional Data, Org. Data, Status, and Customer Data. The 'Conditions' tab is highlighted with a red box. A green arrow points from the 'Net' value in the top row to the 'Pricing Elements' table below. The 'Pricing Elements' table lists various components and their values, such as Gross Price, Non-Deductible Tax, Cash Discount, and OTB Procurement.

Condition	Name	Amount	Crcy	Condition	Value	Curr.	Status	Condition	Value	CdC...	St...
PBX	Gross Price				22,380.87	USD			0.00		
	Net value incl. disc				22,380.87	USD			0.00		
NAVS	Non-Deductible Tax				0.00	USD			0.00		<input checked="" type="checkbox"/>
	Net value incl. tax				22,380.87	USD			0.00		
SKTO	Cash Discount	0.000	%		0.00	USD			0.00		<input checked="" type="checkbox"/>
	Actual price				22,380.87	USD			0.00		
NOTB	OTB Procurement				22,380.87	USD			0.00		<input checked="" type="checkbox"/>

Contract Total after Taxes (when applicable to US Vendors), freight charges (when specified in the contract) and discounts (when offered in the contract) are calculated in the “Pricing Elements” breakdown

# PO “Header” Record

## “Texts” and “Address” TABS

SPS PO - US Dollars 4502009021 Vendor SW716 INDUSTRIAL CONSTRUCT Doc. date 01/03/2013

Delivery/Invoice Conditions **Texts** Address Communication Partners Additional Data Org. Data Status Customer Data

Header Texts Any t...  
Header text  
Header note  
Pricing types  
Deadlines

A basic description of the PO may appear here. An optional free-text field for recording information pertinent to specific budget entry documents.

Vendor address and contact information

502009021 Vendor SW716 INDUSTRIAL CONSTRUCT Doc. date 01/03/2013

Conditions **Texts** **Address** Communication Partners Additional Data Org. Data Status Customer Data

House no./street BEIRUT ST  
City/State/ZIP Code HAWALLY 32057  
Country KW  
Telephone  
Fax +965

Click for more “in-depth” Vendor Details

Address details

Vendor Address

Name	INDUSTRIAL CONSTRUCTION & TRADING CO
Title	
Search Terms	SW716
Street Address	BEIRUT ST

# PO “Header” Record

## “Communication” and “Partners” TABS

Screenshot of the SAP PO Header Record interface. The top navigation bar shows the document type "SPS PO - US Dollars", document number "4502009021", vendor "SW716 INDUSTRIAL CONSTRUCT", document date "01/03/2013", and a blue header area with tabs: Delivery/Invoice, Conditions, Texts, Address, **Communication**, Partners, Additional Data, Org. Data, and Status.

The Communication tab is highlighted with a red box. Below it, there are fields for Salesperson, Telephone, Language, Your Reference, and Our Reference. A green arrow points from a yellow callout box to the "Your Reference" field.

**Paying Office DoDAAC (Accounts Payable) "may" be found here**

Screenshot of the SAP PO Header Record interface, similar to the one above but with a different set of tabs. The tabs shown are: Delivery/Invoice, Conditions, Texts, Address, **Communication**, **Partners**, Additional Data, Org. Data, Status, and Customer Data.

The Partners tab is highlighted with a red box. Below it, there is a grid table with columns F..., Name, Number, and Name, showing several rows of data.

# PO “Header” Record

## “Additional Data” and “Org. Data” TABS

SPS PO - US Dollars 4502009021 Vendor SW716 INDUSTRIAL CONSTRUCT Doc. date 01/03/2013

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Validity Start      Validity End

If utilized, the Validity date fields establish the dates to which services can be performed or materials delivered.

Collective No.

Print

SPS PO - US Dollars 4502009021 Vendor SW716 INDUSTRIAL CONSTRUCT Doc. date 01/03/2013

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Purch. Org. ARMY US Army Purchasing  
Purch. Group 2D1 ACA KUWAIT (408TH)  
Company Code ARMY UNITED STATES ARMY

Data “Adopted” from the funding Purchase Request (PR). The “Purch. Group” is a code for the Issuing Contracting Office (the last three digits of their DoDAAC).

# PO “Header” Record

## “Status” TAB

SPS PO - US Dollars		4502009021	Vendor	SW716 INDUSTRIAL CONSTRUCT		Doc. date	01/03/2013	Status		Customer Data	
Delivery/Invoice		Conditions	Texts	Address		Communication	Partners	Additional Data		Org. Data	
Active	Ordered					31 IN	22,380.87 USD				
Not Yet Sent	Delivered					31 IN	22,380.87 USD				
Fully Delivered	Still to deliv.					0 IN	0.00 USD				
Fully Invoiced	Invoiced					31 IN	22,380.87 USD				
	Down paymts						0.00 USD				

Ordered Items and Awarded Amount

Receiving Reports Processed

Goods yet to be received

Vendor Invoices Processed

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248
<small>The public reporting burden for the collection of information is estimated to average 20 minutes per household, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form.</small>						
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.						
INDUSTRIAL CONSTRUCTION & TRADING CO			INVOICE			
Beirut Street Hawally			Invoice Number: 3251662 Date: 5-Jan-13			
Ship To: 121 Engineer BDE Camp Arifjan, KU APO AE 09366			Bill To: ARCENT-Kuwait FMSU (Vendor Pay) Camp Arifjan, KU APO AE 09366			
SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS	
	W912D1-13-D-0032	0001		DEST	NET 30	
LINE NUMBER	DESCRIPTION			QUANTITY	UNIT PRICE	AMOUNT
0001	Washed gravel 1/8"			10	657.99	\$ 6,579.90

# PO “Header” Record

## “Customer Data” TAB

SPS PO - US Dollars 4502009021 Vendor SW716 INDUSTRIAL CONSTRUCT Doc. date 01/03/2013

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

**Contract Info**

PIIN	W912D1-13-D-0007
SPIIN	0001
MOD#	
Header Ref#	

**Contracting DoDAACs**

Issuing Office	W912D1
Requesting Office/Ship To	W63KN1
Administering Office	
Pay Office	HQ0490

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, 8**

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER
W912D1-13-D-0007	3-Jan-13	0001
7. FOR SOLICITATION INFORMATION CALL:	a. NAME	
	CODE	W912D1
9. ISSUED BY	CODE	W912D1
Joint Contracting Command	10. TNS	
RCC-ACA Arifjan (408th)		

**15. DELIVER TO**

121 Engineer BDE	CODE	W63KN1
Camp Arifjan, KU APO AE 09366		

**18a. PAYMENT WILL BE MADE BY**

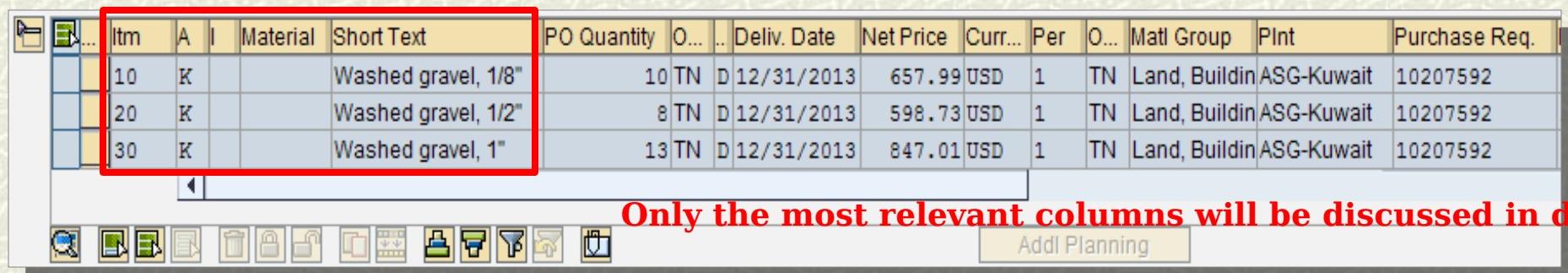
ARCENT-Kuwait	CODE	HQ0490
FMSU (Vendor Pay)		
Camp Arifjan, KU APO AE 09366		
DSSN 8850		

# PO “Item Overview” Record



itm	A	I	Material	Short Text	PO Quantity	O...	... Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Purchase Req.
10	K			Washed gravel, 1/8"	10	TN	D 12/31/2013	657.99	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
20	K			Washed gravel, 1/2"	8	TN	D 12/31/2013	598.73	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
30	K			Washed gravel, 1"	13	TN	D 12/31/2013	847.01	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592

Only the most relevant columns will be discussed in detail.



**ITEM**- CLIN number



**ACCOUNT ASSIGNMENT CATEGORY**- Specifies whether accounting for an item is to be affected via an auxiliary account (such as a GFEBS Cost Center, “K”).



**ITEM CATEGORY**- If the Item Category is “D”, Service Entry Sheets must be utilized to record Receipt and Acceptance of “Services” rather than “Goods”.



**MATERIAL** - Substance or commodity that is bought or sold on a commercial basis, or is used, consumed, or created in production; a material can also be a service. Also, a number identifying a material master record. This field can be blank if a “Short Text” is entered.



**SHORT TEXT**- a brief description of the material being procured. This field is required if the “Material” number is not entered. If the “Material” number is entered, this field is automatically populated.

# PO “Item Overview” record

(Cont'd)

Itm	A	I	Material	Short Text	PO Quantity	O...	..	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Purchase Req.
10	K			Washed gravel, 1/8"	10	TN	D	12/31/2013	657.99	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
20	K			Washed gravel, 1/2"	8	TN	D	12/31/2013	598.73	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
30	K			Washed gravel, 1"	13	TN	D	12/31/2013	847.01	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592

Only the most relevant columns will be discussed in detail.

**PO Quantity**

**PO QUANTITY** - Quantity of materials to be purchased.

**O...**

**ORDER UNIT** - Specifies the unit of measure in which the Goods or service is to be ordered. If the entry is "AU", Service Entry Sheets must be utilized to record Receipt and Acceptance of "Services" rather than Goods.

**C**

**DATE CATEGORY** - The category of the delivery date, such as weekdays or weekends.

**Deliv. Date**

**DELIVERY DATE** - Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation.

**Net Price**

**NET PRICE** - Price (rate) of the individual items prior to discounts and surcharges applied. Represents the net price of a specific line item in the sales order.

**Curr...**

**CURRENCY** - Currency the Contract is written on (i.e., US Dollars, Afghani, Dinars, etc.).

# PO “Item Overview” record (Cont'd)

... I	Itm	A	I	Material	Short Text	PO Quantity	O...	... Deliv. Date	Net Price	Curr.	Per	O...	Matl Group	Plnt	Purchase Req.
	10	K			Washed gravel, 1/8"	10	TN	D 12/31/2013	657.99	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
	20	K			Washed gravel, 1/2"	8	TN	D 12/31/2013	598.73	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
	30	K			Washed gravel, 1"	13	TN	D 12/31/2013	847.01	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592

Only the most relevant columns will be discussed in detail



Addl Planning

Per

**PER** - Individual pricing of Goods.

O...

**ORDER PRICE UOM (UNIT OF MEASURE)**- Specifies the unit of measure in which the Goods or Services are to be ordered.

Matl Group

**MATERIAL GROUP** - Codes that classify Goods or Services according to their characteristics such as commodity or service type. The Commitment Item (Material Group code) is entered here (the description is displayed after input).

Plnt

**PLANT**- An Organizational Unit within logistics. GFEBS uses the Plant to indicate an Installation not Factory, warehouse or Real Property location.

Purchase Req.

**PURCHASE REQUISITION** – The PR number automatically posts a funds commitment and decrements available authority (GFEBS PR Number). This is accomplished during the “PR Allocation” in “PR Processing”.

# PO “Item Overview” record (Cont’d)

... I	Itm	A	I	Material	Short Text	PO Quantity	O...	...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Purchase Req.
	10	K			Washed gravel, 1/8"		10	TN	D 12/31/2013	657.99	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
	20	K			Washed gravel, 1/2"		8	TN	D 12/31/2013	598.73	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592
	30	K			Washed gravel, 1"		13	TN	D 12/31/2013	847.01	USD	1	TN	Land, Buildin	ASG-Kuwait	10207592

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT  
0001 Washed gravel, 1/8" 10 TN \$ 657.99 \$ 6,579.90  
FOB: Destination  
Purchase Request Number 10207592

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT  
0002 Washed gravel, 1/2" 8 TN \$ 598.73 \$ 4,789.84  
FOB: Destination  
Purchase Request Number 10207592

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE AMOUNT  
0003 Washed gravel, 1" 13 TN \$ 847.01 \$ 11,011.13  
FOB: Destination  
Purchase Request Number 10207592

NET AMT \$ 11,011.13  
\$ 11,011.13

ACRN AA  
CIN: 10207592

CLIN data must match the physical contract. If it does not, the FTF office must contact the Contracting and/or RM offices to resolve any discrepancy prior to document input and payment.

# PO “Item Detail” record



## “Material Data” TAB

The PO Item Detail record can only display one CLIN at a time. The user can view “specific CLIN” information by selecting it from the menu or scrolling up or down with the highlighted arrows.

This is the “Material Group” (closely related to, but not to be confused with the Legacy EOR(Element or Resource)), required for Purchase Requisitions and Purchase Orders. In GFEBS, if a material is not populated in a purchasing document (e.g. PR) and the material group is entered; GFEBS derives the correct G/L (General Ledger) account to which the material group is associated.

**Example of  
Material  
Code  
relations**

EOR	Commitment Item	Cost Element	Material Group	G/L Account
26EA	263A	6100.263A	263A	6100.263A
26EB	260B	6100.260B	260B	6100.260B
26EC	263C	6100.263C	263C	6100.263C

# PO “Item Detail” record

## “Quantities/Weights” and “Delivery Schedule” TABS

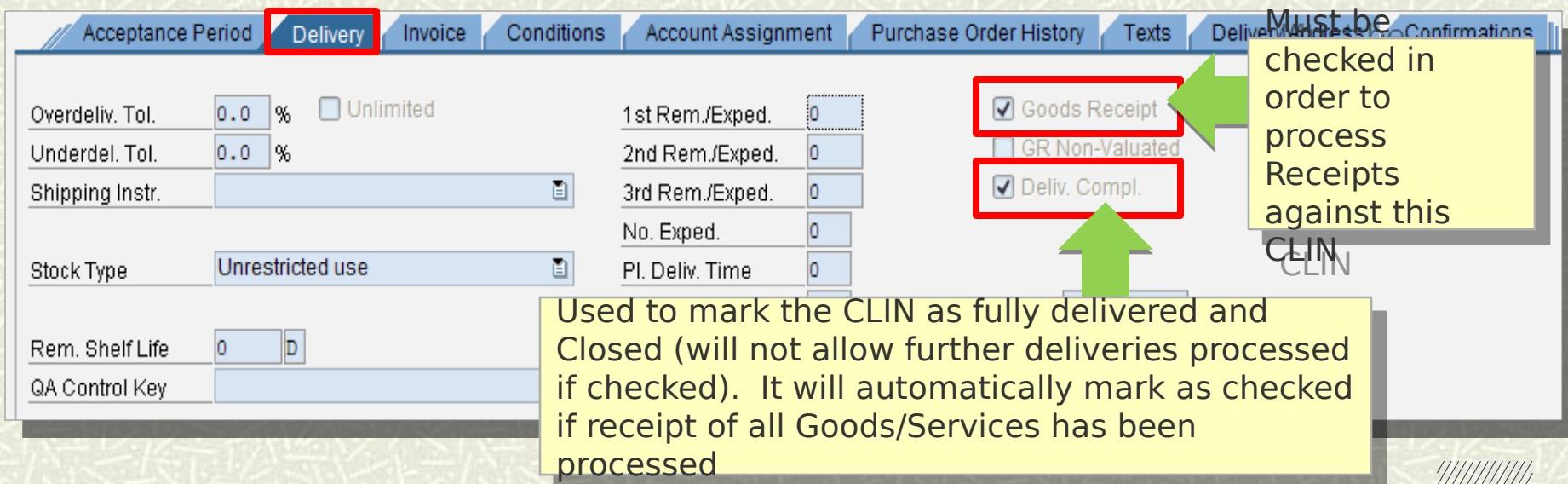
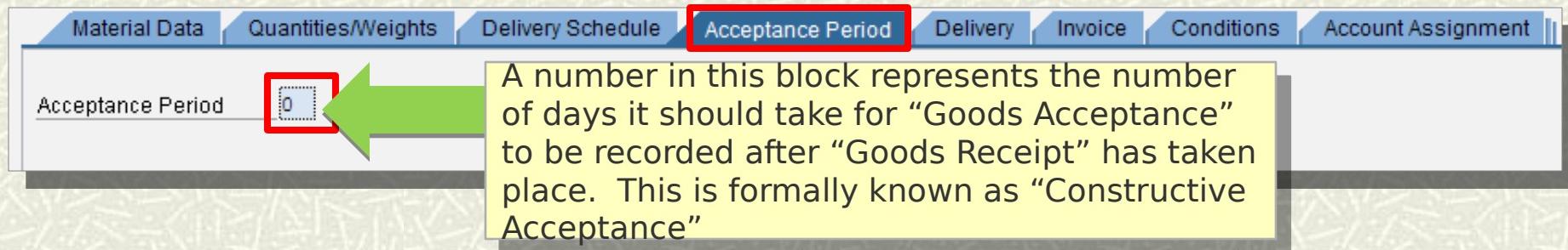
Material Data	Quantities/Weights	Delivery Schedule	Acceptance Period	Delivery	Invoice	Conditions	Account Assignment
PO Quantity	1.000 EA		Order Unit <-> Ord. Price Unit	1 EA <-> 1 EA			
PO Qty in SKU	0.000		Order Unit <-> SKU	0 EA <-> 0			
Net Weight	0.000 /1 EA		Net weight	0.000 /Item			
Gross Weight	0.000 /1 EA		Gross weight	0.000 /Item			
Volume	0.000 /1 EA		Volume	0.000 /Item			
Points	0.000 /1 EA		Points	0.000 /Item			

Material Data	Quantities/Weights	Delivery Schedule	Acceptance Period	Delivery	Invoice	Conditions	Account Assignment					
...	...	Delivery D...	Sched. Qty	Time	Stat. Del. D...	GR Qty	Purchase ...	Req...	N...	Open Quantity	Sc...	...
D	12/31/2013		10	12/31/2013			10	10207592	1			1
												0
												0
												0
DELIVERY INFORMATION												
CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS						UIC			
	31-Dec-13	10	121 Engineer BDE Camp Arifjan, KU APO AE 09366						W63KN1			
	31-Dec-13	8	121 Engineer BDE Camp Arifjan, KU APO AE 09366						W63KN1			
	31-Dec-13	13	121 Engineer BDE Camp Arifjan, KU APO AE 09366						W63KN1			

\*Physical copy of PO

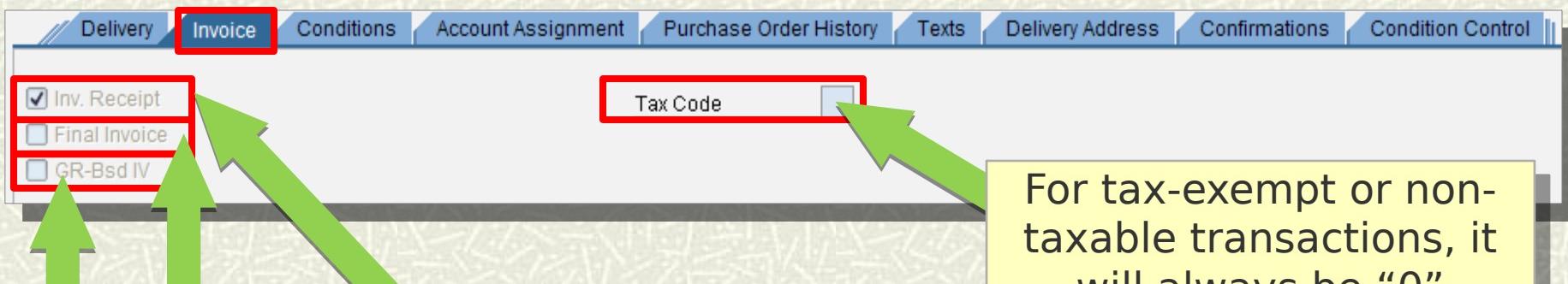
# PO “Item Detail” Record

## “Acceptance Period” and “Delivery Schedule” TABS



# PO “Item Detail” Record

## “Invoice” TAB



Specifies whether an Invoice receipt is linked to the purchase order item. If the indicator is not set, the Goods are to be delivered free of charge.

Indicates that the last Invoice has been received for an item and/or that no further Invoice is expected. It will automatically mark as checked if Invoices for all Goods have been processed.

Indicator specifying that provision has been made for Goods-receipt-based Invoice verification for a purchase order item or Invoice item (i.e., periodic Lease Payments do not require an Invoice)

# PO “Item Detail” Record

## “Conditions” TAB

The screenshot shows the SAP Purchase Order (PO) "Item Detail" record interface. The top navigation bar includes tabs for Acceptance Period, Delivery, Invoice, Conditions (which is highlighted with a red box), Account Assignment, Purchase Order History, Texts, Delivery Address, and Confirmations. Below the tabs, there are input fields for Qty (1.000 EA) and Net (379.64 USD, also highlighted with a red box). A large green arrow points from the Net field down to a table titled "Pricing Elements". This table details the breakdown of the total price, listing various components like Net Price, Taxes, Discounts, and Actual Price, along with their respective amounts and currency.

Line	Cn...	Name	Amount	Crcy	per	U...	Conco	Line	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	Cd...	St...	
	<input checked="" type="checkbox"/> PBXX	Net Price	379.64	USD		1 EA		379.64	USD			1	EA	1	EA	0.00		
		Net value incl. disc	379.64	USD		1 EA		379.64	USD			1	EA	1	EA	0.00		
	<input checked="" type="checkbox"/> NAVS	Non-Deductible Tax	0.00	USD				0.00	USD			0		0		0.00	<input checked="" type="checkbox"/>	
		Net value incl. tax	379.64	USD		1 EA		379.64	USD			1	EA	1	EA	0.00		
	<input checked="" type="checkbox"/> SKTO	Cash Discount	0.000	%				0.00	USD			0		0		0.00	<input checked="" type="checkbox"/>	
		Actual price	379.64	USD		1 EA		379.64	USD			1	EA	1	EA	0.00		

Contract Total after Taxes (when applicable to US Vendors), freight charges (when specified in the contract) and discounts (when offered in the contract) are calculated in the “Pricing Elements” breakdown

# PO “Item Detail” Record

## “Account Assignment” TAB

Quantities/Weights Delivery Schedule Acceptance Period Delivery Invoice Conditions **Account Assignment** Purchase Order History

AccAssCat GFEBS Cost ... Distribution Single account assignm... CoCode UNITED STA...

Unloading Point Recipient

G/L Account 6100.3230  
Business Area ARMY  
CO Area ARMY  
Cost Center 76VV0065  
Order  
WBS Element  
Fund 202010D13  
Functional Area 131096QLOG  
Funds Center A76VV  
Earmarked Funds 0 Commitment Item 3230

(Use Reverse and/or attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA  
021 202010D13 A76VV 131096QLOG 3230 ARMY 10207592 76VV0065 S21001

\*Physical copy of PO

27. SOLICITATION INCORPORATES BY REFERENCE FAR 52-210-1, 52-210-4, FAR 52-210-3, AND 52-210-5 ARE ATTACHED. APPENDIX

Funded Program ARMY

More

## NOTES:

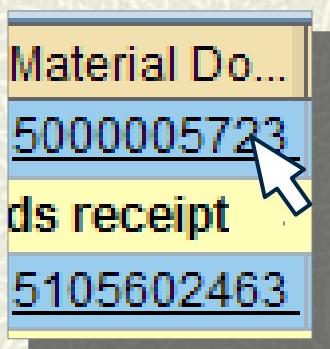
- Each CLIN may have its own or even several Lines of Accounting (check all CLINs Account Assignments)
- The Document Number on the physical contract should match the GFEBS generated Purchase Request (PR) number.
- Account Assignments derive from the funding Purchase Request (PR)

# PO “Item Detail” Record

**Purchase Order History TAB** (Only available for POs with processed transactions)

The screenshot shows the SAP Purchase Order History screen. The top navigation bar includes tabs for Delivery Schedule, Acceptance Period, Delivery, Invoice, Conditions, Account Assignment, Purchase Order History (which is highlighted with a red box), Texts, and Delivery Address. Below the tabs is a toolbar with various icons. The main area is titled "Basic List" and displays a table of transaction details. A yellow callout box points to the "Purchase Order History" tab in the navigation bar, stating: "Negative amounts indicate a ‘Reversed’ or ‘Credit’ transaction". The table rows are color-coded: WE (white), Tr/Ev. Goods receipt (yellow), RE-L (red), and Tr/Ev. Invoice receipt (yellow). The first row (WE) has a green border. The second row (Tr/Ev. Goods receipt) has a red border. The third row (RE-L) has a red border. The fourth row (Tr/Ev. Invoice receipt) has a red border. A green callout box points to the "Tr/Ev. Goods receipt" row, stating: "Invoices Processed against the selected CLIN". A green callout box points to the "Tr/Ev. Invoice receipt" row, stating: "Receiving Reports processed against the selected CLIN".

WE	Material Do.	Item	Posting Date	Quantity	Delivery cost quantity	Amount in LCL cur.	Oty in OPT In	DelCostQty (OPT In)	Or
WE	101	5000005723	1 01/03/2013	10	0 TN	6,579.90 USD	10	0 TN	
Tr/Ev. Goods receipt				10	TN	6,579.90 USD	10	TN	
RE-L		5105602463	1 01/03/2013	10	0 TN	6,579.90 USD	10	0 TN	
Tr/Ev. Invoice receipt				10	TN	6,579.90 USD	10	TN	



A screenshot of the "Display Invoice Document" screen for document number 5105602463. The screen shows basic data like Transaction Type (Invoice), Posting Date (01/03/2013), and Amount (22,380.87). It also shows payment terms (30 Days net) and baseline date (01/03/2013). A green callout box points to the "Invoice Document" section, stating: "Receiving Reports processed against the selected CLIN".

**Note:** This “PO History” only applies to the selected CLIN. Change CLINS to view their history.

# PO “Item Detail” Record

## “Texts” and “Delivery Address” TABS

Screenshot of the SAP Purchase Order (PO) "Item Detail" Record interface, showing the "Texts" tab selected.

The "Texts" tab is highlighted with a red box. Other tabs visible include Account Assignment, Purchase Order History, Delivery Address, Confirmations, Condition Control, and Customer Data.

The left sidebar shows "Item Texts" with a dropdown menu set to "Any t...". The menu contains the following options:

- Item text
- Info record PO
- Material PO tex
- Delivery text
- Info record not

Below the sidebar is a "Continuous-text..." button.

Screenshot of the SAP Purchase Order (PO) "Item Detail" Record interface, showing the "Delivery Address" tab selected.

The "Delivery Address" tab is highlighted with a red box. Other tabs visible include Acceptance Period, Delivery, Invoice, Conditions, Account Assignment, Purchase Order History, Texts, and Confirmations.

The delivery address details are as follows:

Title	121 Engineer BDE		Address details	
Name	HHC ASG-KU		Reset address	
House no./street	Camp Arifjan, KU APO AE		Repeat address on	
City/State/ZIP Code	KW	Kuwait	09366	Address
Country			CREDIT	NET 30

A large green arrow points from the "Delivery Address" tab in the top navigation bar down to the "Delivery Address" section in the main content area.

At the bottom of the screen, there is a red annotation: **\*Physical copy of PO**.

# PO “Item Detail” Record

“Confirmations” and “Condition Control” TABS

This screenshot shows the 'Confirmations' tab selected in a software interface. The tab bar includes 'Conditions', 'Account Assignment', 'Purchase Order History', 'Texts', 'Delivery Address', 'Confirmations' (highlighted with a red box), 'Condition Control', and 'Customer Data'. Below the tabs, there are input fields for 'Conf. Control' and 'Order Ack.' with dropdown menus. To the right are checkboxes for 'Acknowl.Reqd' and 'Rejection Ind.'

This screenshot shows the 'Condition Control' tab selected in a software interface. The tab bar includes 'Conditions', 'Account Assignment', 'Purchase Order History', 'Texts', 'Delivery Address', 'Confirmations', 'Condition Control' (highlighted with a red box), and 'Customer Data'. A sidebar on the left under the 'Conditions' heading lists 'Print Price' (checked) and 'Estimated Price' (unchecked).

# PO “Item Detail” Record

## “Customer Data”/“PO General” TAB



Item Details		Contract Line Info
SRN		Requester/Approver DoDAAC
DUID		Release Date
Sys ID		Effectivity Date
Funding C		

The release date for the provisions of this CLIN/SLIN

Identifies the Standard Reference Number (Standard Document Number) associated with this line item, (if applicable). This is Required for POs deriving from Outbound MIPRs.

The DoDAAC of the requesting organization that is maintained within the GFEBS PR Approval routing table. The DoDAAC value is used to facilitate the routing of requisitions to the appropriate end users for approval.

# PO “Item Detail” Record

## “Customer Data”/“Contracts” TAB



The screenshot shows the 'Item Details for Contracting' screen. It displays two boxes: 'NAICS' (0) and 'FSC' (5680). A green arrow points from the 'NAICS' box to a yellow callout box. The yellow callout box contains the following text:  
**NAICS (North American Industry Classification System):** Code assigned to an establishment based on its primary activity.

The screenshot also shows a 'Contract Info' section with fields: ACRN (AA), CLIN (0001), and SLIN (empty). Red arrows point from the 'ACRN' and 'CLIN' fields to a table below. The table has columns: ITEMNO, SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE, and AMOUNT. The first row shows: ITEMNO 0001, SUPPLIES/SERVICES Washed gravel, 1/2", FOB: Destination, Purchase Request Number 10207592, QUANTITY 10, UNIT TN, UNIT PRICE \$ 657.99, and AMOUNT \$ 6,579.90. A red box highlights the 'ACRN AA' entry in the table.

ITEMNO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Washed gravel, 1/2" FOB: Destination Purchase Request Number 10207592	10	TN	\$ 657.99	\$ 6,579.90

NET AMT \$ 6,579.90  
\$ 6,579.90

- **ACRN (Accounting Classification Reference Number)** is a two position alpha numeric code used as method of relating the accounting data to detailed line item information contained in the
- **CLIN (Contract Line Item Number)** identifies the contract/purchase order line item number as assigned on schedule “B” of the Contract/Purchase Order issued
- **SLIN (Sub Line Item Number)** a six digit code used to identify and distinguish elements of a contract line item (CLIN) (*may not be present in all contracts*)

**Note:** a **PSC (Product Service Code)** used when the items ordered are “Services”

Items ordered are “Services”

# PO “Item Detail” record

## “Customer Data”/“GPC (Government Purchase Card)” TAB

The screenshot shows a software interface for managing purchase orders. At the top, there is a navigation bar with several tabs: Invoice, Conditions, Account Assignment, Purchase Order History, Texts, Delivery Address, Confirmations, Condition Control, and Customer Data. The 'Customer Data' tab is currently selected, indicated by a blue background. Below the navigation bar, there is another row of tabs: PO General, Contracts, GPC, LMP, and TFO. The 'GPC' tab is highlighted with a red box. The main area of the screen is divided into two sections: 'Govt Purchase Card Info' on the left and 'GPC Merchant Info' on the right. The 'Govt Purchase Card Info' section contains fields for Card Identifier, Cardholder Name/email address, Card Type, Cardholder Type, Cardholder ID, Agent ID, and Managing Acct-Billing Cycle End Date. The 'GPC Merchant Info' section contains fields for Vendor/CAGE (if known), Merchant/Descrp, and a note stating '(Shown in AXOL "Match Orders to Transactions")'. All input fields are represented by empty text boxes.

Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address Confirmations Condition Control Customer Data

PO General Contracts GPC LMP TFO

Govt Purchase Card Info

Card Identifier  
Cardholder Name/email address  
Card Type  
Cardholder Type  
Cardholder ID  
Agent ID  
Managing Acct-Billing Cycle End Date

GPC Merchant Info

Vendor/CAGE  
(if known)

Merchant/Descrp  
(Shown in AXOL "Match Orders to Transactions")

# PO “Item Detail” record

## “Customer Data”/“LMP” TAB

The screenshot shows a software interface for managing Purchase Orders (PO). At the top, there is a navigation bar with several tabs: Invoice, Conditions, Account Assignment, Purchase Order History, Texts, Delivery Address, Confirmations, Condition Control, and Customer Data. The 'Customer Data' tab is highlighted with a red box. Below the navigation bar, there is another set of tabs: PO General, Contracts, GPC, LMP, and TFO. The 'LMP' tab is also highlighted with a red box. The main area of the interface is divided into two sections: 'Interface Keys' on the left and 'PO Data' on the right.

Interface Keys		PO Data	
Unique Funding Req#	<input type="text" value="0"/>	NSN	<input type="text" value=""/>
User Reference Key	<input type="text"/>	Quantity	<input type="text" value="0"/> <input type="checkbox"/> UoM <input type="text"/>
PRON Amend#	<input type="text" value="0"/>	Mat Cat	<input type="text"/>
PRON Amend#	<input type="text" value="0"/>	Mat Cat	<input type="text"/>
Obligation Status Code	<input type="text" value="0"/>		

# PO “Item Detail” Record

## “Customer Data”/“LMP” TAB

Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address Confirmations Condition Control Customer Data

PO General Contracts GPC LMP TFO

Customer Line of Accounting

LOA Breakdown

GFEBS Agency Disbursing Identifier Code

Dept. Regular Code (DRC) 0

Period of Availability FY Date

Account Code

Accounting Center Limit

Agency Accounting Identifier Code (AAIC/FSN)

Dept. Transfer Code (DTC)

Operating Agency (OA)

Allotment Serial Number (ASN)

Element of Resource (EOR)/Object Class

Accounting Processing Code (APC)

Rec/Rsrc Control Number

Reimbursable Source Code

Ref Sales Order from Inbound Direct Cite

Sales Order#

Sales Order Item 0

FMS Info

FMS Customer

FMS Case

FMS Line

If the Contract is funded by an “Outside” Agency (Transaction for Others (TFO)), the funding data will appear in this tab). *The outside funding entity will usually not be operating in GFEBS .*

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	1. PAGE 1 OF 1 PAGES	6. AMEND NO.
		31-Oct-12	MIPR02NM16265		
7. TO:	Department of the Army	8. FROM: (Agency name, telephone of originator)			
		Department of the Air Force			

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address)(Include ZIP Code) Department of the Air Force Comptroller, 56th Wing MacDill AFB	2. MIPR NUMBER MIPR02NM16265	3. AMENDMENT NO.			
	4. DATE (MIPR Signature Date) 31-Oct-12	5. AMOUNT (As listed on the MIPR) \$4,780.00			
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as applicable)					
a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)					
b. <input checked="" type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)					
c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW					
d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS					
7. <input type="checkbox"/> MIPR NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I	9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II				
ITEM NO	QUANTITY	ESTIMATED PRICE	ITEM NO	QUANTITY	ESTIMATED PRICE
a. <input type="checkbox"/>	b. <input type="checkbox"/>	c. <input type="checkbox"/>	a. <input type="checkbox"/>	b. <input type="checkbox"/>	c. <input type="checkbox"/>
			1	10	\$1,700.00
			2	22	\$1,760.00
			3	22	\$1,320.00

ESTIMATED TOTAL PRICE  
f  
700.00  
760.00  
320.00

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# Check on Learning



## Who is responsible for the processing of a Purchase Request (PR) in GFEBS?

Resource Management (RM) personnel	Receiving Activity personnel
Fund the Force (FTF) personnel	Installation Property Book Office (IPBO)

- What document is usually initiated by the Requesting Unit to request funds for a mission “Requirement” and when approved, used to DA Form 3953 (Purchase) Request and Commitment).
- What T-Code is utilized to view a GFEBS Commitment for Contractual ME23N- Display Purchase Request (PR).
- From an FTF perspective, how is “Funds Pre-validation” accomplished in GFEBS? Ensuring the Purchase Order (PO) is present in GFEBS and/or that once located, it has a sufficient funds to cover a proposed transaction.
- Name two T-Codes that may be utilized to view the most current status and transaction history of a Purchase Order (PO)?  
ME23N- Display Purchase order (PO)      ME2L- PO List Display by Vendor  
ME2N- PO List Display by PO Number

## What is a “SPS PO- ITS rate” Purchase Order (PO)?

A Foreign Currency PO where the Dollar value of the contract is calculated utilizing the current “ITS.gov” (International Treasury Services) currency exchange rate.

# Check on Learning (Cont'd)

**The following questions required access to GFEBS and to name the "Section", "Tab" and "Field" (when applicable) of a Purchase Order.**

Where can the “Payment Terms” of a contract be found?

**Section:** Header Record  
**Tab:** Delivery / Invoice Tab  
**Field:** Payment Terms

Where can a description of the individual goods/services be found in the contract?

**Section:** Item Overview  
**Tab:** N/A  
**Field:** Short Text

➤ What field must be “checked” in order to require the processing of Invoices for payment against a contract?

**Section:** Item Detail  
**Tab:** Invoice  
**Field:** Inv. Receipt Block

Where can the Line of Accounting information be found?

**Section:** Item Detail  
**Tab:** Account Assignment  
**Field:** N/A

Where is the Exchange rate used to calculate the Dollar value of the PO located?

**Section:** Header Record  
**Tab:** Delivery / Invoice Tab  
**Field:** Exchange Rate

# Check on Learning (Cont'd)

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Where would the PO specify if it is for “Services” rather than “Goods”?

**Section:** Item Overview

**Tab:** N/A

**Field:** Unit of Measure of “AU”, Item Category of “D” and Quantity of “1”

➤ Which field conveys the quantity and dollar amount of goods still to be delivered?

**Section:** Header Record

**Tab:** Status

**Field:** Still to Deliv.

Where are the contract PIIN and SPIIN located?

**Section:** Header Record

**Tab:** Customer Data

**Field:** PIIN and SPIIN

➤ Does the “Item Detail” portion of the PO display data regarding “ALL” CLINs, or must the user select a desired CLIN?

The user must select the desired CLIN to view its specific

➤ If the “PO History” Tab is not available/present, what does that signify?  
Nothing has been processed against the PO.

# GFEBS useful Links



## GFEBS Home Page

<http://www.gfebs.army.mil/>

## Army Knowledge Online (AKO)

<https://www.us.army.mil>

## milWIKI

<https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS>

## Department of Defense Financial Management Regulation (DoDFMR)

<http://comptroller.defense.gov/fmr/>

## DFAS-IN 37-100

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

## USAFMCOM OST Training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>

# QUESTIONS



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GENERAL FUND ENTERPRISE BUSINESS SYSTEM